



2013-14

School Nutrition Programs Check List

Use this document to check off School Nutrition Program requirements as they are completed. Assign responsibilities to staff members and document dates completed. Keep this check list on file for easy reference during an Administrative Review.



Action/Item to Complete		Deadline	Documentation	Date Completed	Who
Free and Reduced					
	Complete direct certification; update as needed. Mail households Notice of Direct Certification.	August 2013 (Ongoing)	Update POS System		
	Mail households Free and Reduced Applications if NOT Directly Certified via SNAP/TANF.	July/August 2013	Document Date Sent		
	Approve F/R Applications.	Ongoing	Keep All Applications		
Pricing Tools for School Meals					
	Complete the 2013-14 Paid Lunch Equity Tool.	Before meal prices are set for the school year	Keep a Copy on File		
	Complete the Non Program Foods Revenue Tool.	Once Annually	Keep a Copy on File (Electronic or Paper)		
To Complete Early in the School Year					
	Update Sponsor and Site Information Sheet(s).	September 30, 2013	Online		
	Send Public Release.	Record Date Sent to Newspaper	Keep a Copy on File		
	If Breakfast is Offered, Complete Breakfast Outreach.*	At beginning of the school year	Keep a Copy on File		
	Request Two Sanitation Inspections.	Record Date of 1 st Inspection	Keep Letter and Inspection Reports on File		
		Record Date of 2 nd Inspection			
Training Opportunities*					
	Attend a School Nutrition Programs Administrative Training.*	September 2013	---		
	Attend a Food Service Manager Training.*	October 2013	---		
Verification					
	Select Households for Verification.	October 1, 2013	Use Verification Tracking Sheets		
	Complete Verification and Summary of Verification Sheet.	November 15, 2013	Send Summary to OPI Keep a Copy on File		
Required Self Reviews					
	On-Site Review of Meal Counting and Claiming Procedures.	Dec 2013 – January 2014	Keep a Copy on File		
	Conduct Two Afterschool Snack Program Reviews.*	October 31, 2013	Keep a Copy on File		
		February 1, 2014			



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Fresh Fruit and Vegetable Program*		<i>OPI invites districts to be a part of FFVP</i>			
	Use 1 st Quarter Fresh Fruit and Vegetable Program Allocation.*	September 30, 2013	Keep Purchasing Records		
	Use 2 nd – 4 th Quarter Fresh Fruit and Vegetable Allocation.*	June 30, 2014	Keep Purchasing Records		
	Sign up for Fresh Fruit and Vegetable Program -- <i>If invitation was sent to your district.*</i>	May 2014	Send Addendum/Intent form(s) to OPI		
Cooperative Purchase Program*					
	Cooperative Purchase Program (BID) open for Winter 2014.*	Oct. 4 – Nov. 8, 2013	Send Signature Page to OPI		
	Cooperative Purchase Program (BID) open for Fall 2015.*	May 2 – June 6, 2014	Send Signature Page to OPI		
Additional Requirements					
	Review and Update School HACCP Plan.	Once Annually	Keep Copy Accessible and On File		
	Ensure Wellness Plan is up to date with Current Requirements.	Review/update at least once a year	Keep Most Recent Copy on File		
	Complete Annual Civil Rights Training.	Record date completed	Keep Documentation Form On File		
	Submit USDA Foods Order for 2014-15 School Year. Sign-up for DOD Fresh Program for 2014-15.	Dec. 2013 – January 2014	---		
Summer Food Service Program					
	Conduct Outreach for the Nearest Summer Food Service Program Site.	Before the End of the School Year	Keep a Copy on File		
	Summer Food Service Program Sponsor Application Deadline.*	May 2014	Complete Application in CNP Web		
Other					
	Private Schools Only: Submit Annual Financial Report.*	June 2014	Report in CNP Web Claims		

***Asterisks on the checklist indicate optional or program specific requirements.**

All documentation for the items listed must be kept on file for three years plus the current year.

Reminder: Claims for reimbursement are due on the 10th of each month; except months with less than 10 operating days. If a month has less than 10 operating days, combine the month with another (i.e., combine August and September on the September claim and combine May and June on the May claim).